

General Registrar's Office

Mission:

The Registrar's Office is required by the *Code of Virginia* to register, reinstate, transfer, and upgrade voter records for any qualified citizen of Virginia, as well as, delete those citizens who are no longer qualified to vote. The Registrar handles applications from all agencies in Virginia as well as Federal and National forms. The Registrar is also required to handle all absentee voting and candidate filings.

Goals:

- Register to vote all qualified York County residents.
- Continue to comply with Federal and State election laws.
- Provide timely and quality service to citizens, candidates, news media, and elected officials.
- Increase public awareness of voter registration and absentee voting processes.
- Emphasis on appropriate employee training.
- Assist the Electoral Board with their various responsibilities.

Implementation Strategies for FY2004:

- Implement GA redistricting technical adjustments.
- Employ changes in policies and procedures required by the State Board of Elections.
- Implement new changes in programs and regulations mandated by Federal and State laws.
- Develop written internal office procedures and policies.
- Expand Website information.
- Employ work-as-required personnel during election season to provide timely responses to State and public requests.

Budget Issues:

- In FY2001, the most significant change was an increase in postage due to the possible redistricting of the County as a result of the 2000 Federal Census.
- In FY2002, the most significant change was an increase in contractual service to implement required redistricting responsibilities. Also, increases in work-as-required for clerical responsibilities and overtime due to continued increases in responsibilities and volume of applications processed.
- In FY2003, capital outlay funding was approved for a replacement copier. A part-time assistant general registrar-voting machine technician was created by a reduction in funding for work-as-required employees and overtime. This position is responsible for the maintenance and programming of the voting machines.
- For FY2004, there are no significant changes.

General Fund Expenditures	FY2000 Actual Expenditures	FY2001 Actual Expenditures	FY2002 Actual Expenditures	FY2003 Original Budget	FY2003 Expected Appropriations	FY2004 Adopted Budget
10131 General Registrar's Office						
Personnel Services	99,213	110,955	113,598	125,855	125,855	133,251
Contractual Services	985	1,587	1,022	3,800	3,800	3,600
Internal Services	158	310	665	600	600	800
Other Charges	4,492	4,039	11,802	8,000	8,000	8,000
Materials & Supplies	2,748	1,482	3,734	2,500	2,500	2,500
Capital Outlay	-	-	-	7,500	7,500	4,500
Activity Total	<u>107,596</u>	<u>118,373</u>	<u>130,821</u>	<u>148,255</u>	<u>148,255</u>	<u>152,651</u>
Percentage Change	-1.26%	10.02%	10.52%	13.33%	N/A	2.97%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	2.00	2.00	2.00	2.00	2.50	2.50
Admin/Clerical	-	-	-	-	-	-
Trades & Crafts	-	-	-	-	-	-
Total	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.50</u>	<u>3.50</u>

